



## DELAWARE JUDICIARY

### SUPERIOR COURT OF DELAWARE

#### Non-Merit Position

(This position is exempt from the State of Delaware Merit System)

Posting # SC0322N19

#### PROTHONOTARY

Opening Date: 3/22/2019

Closing Date: 4/5/2019

#### Vacancy

Salary: \$70,050 LIN

Recruiting For: Superior Court of Delaware

Location: Leonard L. Williams Justice Center, City of Wilmington (Please check this location on your application).

#### Summary Statement:

The incumbent is responsible for the operation of the New Castle County Prothonotary Office, coordinating with Superior Court Judges in the development of the Court's comprehensive calendar of proceedings and judicial assignments.

#### Nature and Scope:

The Prothonotary reviews pertinent legislation and rule changes affecting the Court and implements related procedural changes as required. In addition, this person is responsible for preparing reports and statistical analysis of caseload and workload distribution as required. The Prothonotary provides oversight of the registration and monitoring of Bail Companies; oversight of Project Rightful Owner; and, oversight of the Tax Intercept program. The Prothonotary also provides oversight and direction for Board of Canvass every two years.

#### Essential Functions:

Essential functions are fundamental, core functions and are not intended to be an exhaustive list of all job duties.

- Satisfy judgments.
- Prepare, review and analyze monthly criminal and civil statistics.

- Ensures staff receive appropriate training and receive developmental opportunities.
- Review and complete performance evaluations.
- Manage personnel problems and issues.
- Prepare the Prothonotary Budget.
- Oversee Department of Election issues.
- Daily communication with attorneys, other state agencies, and outside agencies.
- Daily communication with Judges and Court Administration regarding all aspects of Superior Court Prothonotary functions.
- Prepare monthly 90-day warning and final 90-day reports
- Update Judicial Disqualification List
- Review and modify current Prothonotary processes and procedures
- Implementation of new policies and procedures
- Involvement in all aspects of employment including Requests for Permission to Hire, preparation of job postings, review of applications, overseeing interview scheduling, interviews, request to hire and recommendation for hire,
- Attend various meetings with court staff and outside agencies.

**Minimum Qualifications:** Please address each item separately on the **Minimum Qualifications page of the application**. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of “not qualified.”

1. Three years of experience in Court operations management and supervision.
2. Three years of experience as a manager in case flow management principles, practices and procedures related to general jurisdiction and/or criminal justice issues.
3. Three years of experience as a manager in interpreting and applying of state statutes, Court rules, policies and procedures related to the jurisdiction of Superior Court, other courts or criminal justice system.
4. Five years of experience in the principles and practices of supervision.
5. Three years of experience with the use of electronic management information systems.
6. Ability to communicate effectively orally and in writing.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of hire and to maintain employment.
- Direct deposit of paychecks is required as a condition of employment.
- A valid driver’s license for the duration of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>

**Submitting Your Application:** Visit the website <http://www.courts.delaware.gov/career/>

Click on “apply” next to the job posting and print, or complete and print, the Judicial Branch Non-Merit Employment Application in either WORD or PDF format. Applications should be submitted by any **ONE** of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: [apps.superior@state.de.us](mailto:apps.superior@state.de.us) (preferred method)
2. Fax your application to: (302)255-2350, Attention: Human Resources
3. Mail your application to:  
Superior Court of Delaware  
Leonard L. Williams Justice Center  
500 N. King Street, Suite 2850  
Wilmington, DE 19801

**Attachments to Applications:**

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

**Accommodations:**

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action Employer**